



## **CITY OF HAYWARD**

### **AGENDA REPORT**

AGENDA DATE 6-13-00

AGENDA ITEM           

WORK SESSION ITEM WS#2

**TO:** Mayor and City Council

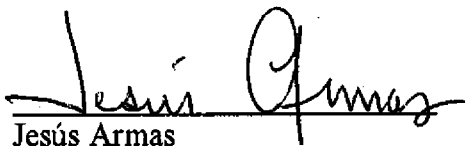
**FROM:** City Manager

**SUBJECT:** City Council Committees

In April, at the request of the Mayor, the Council discussed the current Committee structure and commented about possible changes to the present structure. In the end, the Council concluded that additional conversation was warranted and requested additional information in this regard. As a result, staff was directed to research City documents to obtain information that would shed light on the purpose and intent of the Committees when they were formed.

In general, staff was not very successful in identifying specific enabling legislation or reports. For the most part what we learned was the Committees tended to be formed in response to a particular need or proposal. Further, over time, to the extent that the scope of duties for Committees changed it occurred in an informal manner, rather explicit action on the part of the Council.

In doing our research, specific material pertaining to the Airport Committee and the Technology Applications Committee was located and this is attached. Finally, for reference, we are attaching a copy of a 1998 memorandum from the Mayor concerning Committee assignments.

  
Jesús Armas  
City Manager



# CITY OF HAYWARD AGENDA REPORT

AGENDA DATE 9/27/94

AGENDA ITEM 1

WORKSESSION ITEM \_\_\_\_\_

TO: Mayor and City Council

FROM: Acting Director of Public Works

SUBJECT: APPROVAL OF RULES AND REGULATIONS FOR THE CONDUCT OF  
COUNCIL'S AIRPORT COMMITTEE MEETINGS

## RECOMMENDATION:

It is recommended that the City Council approve by motion the attached Rules and Regulations for the conduct of Council's Airport Committee meetings.

## BACKGROUND:

At its regular meeting on June 23, 1994, the Council's Airport Committee considered and approved guidelines for the conduct of its meetings in an effort to improve the efficiency and effectiveness of those meetings while assuring the public's right to engage in dialogue on all issues.

The guidelines encompass three areas: the conduct of meetings; the frequency of meetings; and, subject matter to be considered. Normally it is not necessary to have the full Council act on Committee procedures such as these; however, the Committee felt that since the third area dealt with what items would not be considered by the Committee before going to the full Council, it was appropriate for approval by the full Council.

## Guidelines for the Conduct of Meetings:

Council's Airport Committee will essentially follow the rules and regulations contained in the Councilmember's Handbook, with one exception. The Committee decided to not include the time limits as stated in the Councilmember's Handbook, but rather to allow time limits for speakers to be left to the discretion of the Committee chairperson.

## Guidelines for Frequency of Meetings:

The Committee agreed with staff's recommendations to meet quarterly on the fourth Thursday of the months of January, April,

July, and October, rather than bi-monthly. The Committee also agreed to allow special meetings to be called by the Chair of the Committee, if needed. Under this schedule, airport tenants and interested parties will continue to be afforded timely review of airport matters and the opportunity to give input to the decision-making body.

**Guidelines for Subject Matter to be Considered:**

The Committee agreed with staff's recommendations as follows:

- A. Items for Consideration by the Council's Airport Committee Prior to City Council Action.

Prior to City Council action, the Committee will review and consider policy recommendations relative to airport rates and charges for public storage, operating permits, land use changes, and other matters that affect airport users or the community at large. Matters of this nature have a direct impact on airport tenants and the community, and warrant additional consideration before they are presented to the full Council.


- B. Items for Consideration by the Full City Council Without Prior Committee Review.

Lease matters, such as new leases, amendments to existing leases, leasehold rent adjustments, additions or deletions of land to lease, or other changes in a leasehold's operation that have financial implications will be taken directly to the City Council. These issues do not have a direct effect on the airport population as a whole. Those who wish to speak to the issue have the opportunity to do so before the full City Council at its regular meeting. In addition, the documents resulting from the City Council's action are a matter of public record and are available upon request.


Matters such as appropriations, service agreements with the FAA or other entities; revisions to operating permits, aircraft storage agreements such as insurance language, etc., and planning and development matters will be taken directly to the City Council. These subjects typically generate little interest from the public. If the matter is controversial, staff can accommodate a review and comment period by the general airport population, prior to the City Council's meeting. Also, the structure is in place for prior review and input by such groups as the FBO Roundtable, the Airport Safety Committee, and the Airport Business Development Task Force.

Mayor and City Council  
September 27, 1994  
Page 3

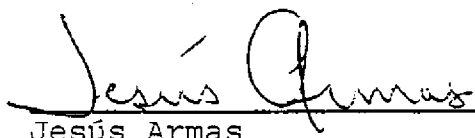
Prepared by:

  
\_\_\_\_\_  
Leander Hauri  
Acting Airport Director

Recommended by:

  
\_\_\_\_\_  
Robert A. Bauman  
Acting Director of Public Works

Approved by:

  
\_\_\_\_\_  
Jesús Armas  
City Manager

Attachment: Rules and Regulations for Council's Airport  
Committee

cacgdln.rpt

9/20/94

RULES AND REGULATIONS OF THE  
COUNCIL'S AIRPORT COMMITTEE

Adopted to Implement Certain Requirements  
of the Brown Act

1. Agendas of the Council's Airport Committee shall be posted at least 72 hours before each regular meeting at Centennial Hall, the Main Library, the City Clerk's Office, the Main Bulletin Board at Clawiter City Hall, and the Hayward Air Terminal Lobby.
2. A log indicating the time each agenda was posted shall be kept by the Airport Director.
3. All persons wishing to address the Council's Airport Committee during the public input portion of its meetings may be requested to limit their comments to a specific number of minutes at the discretion of the Committee Chairperson.
4. The subject matter to be considered by the Council's Airport Committee shall be as follows:

Prior to City Council action, the Committee shall review and consider policy recommendations relative to airport rates and charges for public storage, operating permits, land use changes, and other matter that affect airport users or the community at large.

5. Consistent with the Brown Act, the Council's Airport Committee shall take no action on any matter not appearing on its posted agenda unless it makes one of the findings authorizing it to do so. Thus, unless an emergency exists or the need to take action arose after posting the agenda the Council's Airport Committee will not discuss or vote upon any item raised by any member of the public or any of its own members unless the item appears on its posted agenda. An item raised during a meeting of the Council's Airport Committee that does not appear on its posted agenda will automatically be placed on its next agenda for action, provided that any request that a meeting be adjourned in memory of someone recently deceased shall be granted and the chairperson shall so adjourn the meeting.
6. Any person, including any member of the public or of the Council's Airport Committee, may request that an item be placed on the agenda for the Council's Airport Committee by writing/telephoning the Airport Director at 293-5460 no later than 5:00 p.m. on the tenth day preceding the next regularly scheduled meeting.

7. The regular meetings of the Council's Airport Committee shall ordinarily be held on the fourth Thursday of the months of January, April, July and October at 5:30 p.m. and shall be held in Centennial Hall, but the precise dates for regular meetings shall be those shown in the notice provided by the Airport Director in January of every year or as the Airport Director may later revise from time to time during the year.

To: Mayor and Council  
From: Council Member Hilson  
Subject: PROPOSAL FOR COUNCIL TECHNOLOGY APPLICATION  
COMMITTEE

**Recommendation:**

That City Council:

- Review the proposal; and
- Establish a standing Council Committee to investigate, plan and implement applications of appropriate technologies to facilitate information transfer between city departments, businesses, customers and citizens with interests in the City of Hayward.

**Background:**

In today's increasingly complex world, citizens, businesses and customers are demanding faster and better access to municipal services and at the same time they insist that the operational cost of those services be reduced. City staff, like business world, is being asked to do more with less. We have an obligation to provide staff with the tools to continue to provide excellent service to our citizens who have vital interests in their community, businesses who are the economic lifeblood of our city, and customers who interact daily with city services..

We have a further obligation to intensify our efforts to make Hayward City departments and services more accessible to its citizens, to be responsive to the needs of the business community, to strengthen our economic competitiveness in a changing economic environment, to foster an attractive and inviting business climate, and to expand our economic base to ensure good paying job opportunities continue to grow within the City of Hayward.

**Proposal:**

In response to this challenge, I am proposing that the Hayward City Council establish, and the mayor appoint, a Council Technology Application Committee, (CTAC) comprised of three Council Members with support provided by appropriate city staff.

The purpose of the CTAC would be to:

Perform a needs assessment to develop a plan for short and long term implementation by soliciting input from staff, local businesses, interested citizens, cities and other agencies already using new technologies.

Develop appropriate solutions, and implement the application of new technologies, especially computer aided information technology to automate

labor intensive tasks, interconnect departments and services, provide speedy access to specific information, and allow Hayward citizens, businesses, and customers to interact with city departments for many routine services and inquiries.

Recognizing that various city staff have begun to implement projects in the information systems area, establishing a CTAC would focus attention on efforts to integrate, build, and expand existing systems with new technologies as part of a coordinated and planned program to provide a higher level of services to citizens, businesses and entities needing to interact with the City of Hayward.

Examples of areas to be developed could include, but not be limited to:

- A computerized database of library resources electronically available to citizens with a computer

- City Council and Planning Commission agendas and staff reports electronically available to citizens with a computer

- Business License application and payment electronically available to businesses with a computer

- Ability to track the status of applications for variances, residential and commercial development and permits

- E-Mail inquiries and responses between city staff and customers, especially business customers

- City documents such as Neighborhood Plans, Specific Plans, Environmental Reports and Staff Reports electronically available to businesses and citizens with a computer

- General information about the City and city services electronically available to citizens with a computer

- Interested party input on subjects of concern

- Feasibility of establishing computer kiosks at key locations in Hayward

The preceding is an ambitious list and many other examples could be added. It is not possible to implement all of these suggestions in a short time. However, developing a plan for short and long range goals is an exciting and important first step to improving information transfer among interested partners in Hayward. A Council Committee will focus both energy and comprehensive solutions to the challenge. I would respectfully request the support of the Council to form this committee, so we can improve city services and be more accessible and supportive to our Hayward community, customers, and economic partners in business, commerce and industry.



Mayor Cooper opened the public hearing at 12:46 a.m.

There was discussion regarding a possible reconfiguration to comply with the design guidelines. Council Member Hulteen noted that buses run frequently in this corner and the Amador curb cut could impact it. He noted that he would be supportive.

Council Member Jimenez indicated that there would be an undeveloped lot if Council did not approve this appeal. He questioned the Planning Commission's concern on the number of similar types of operations in the City. He indicated this type of business was always needed.

Kent Woodell, 13425 Cull Canyon Road, Castro Valley, (Applicant/Owner) spoke against the guidelines and explained the layout in regard to the circulation. He preferred to see a 19-foot setback, the trees would remain and over 20% of the property would be landscaped. He noted they had met every concern that the City had presented until these guidelines were adopted and they were supposed to be flexible.

Dave Whitgob, 2930 Bowers Avenue, Santa Clara, represented Jiffy Lube. He noted Jiffy Lube was a local company home-based in Santa Clara and careful research had been conducted in picking the site. He explained that Jiffy Lube had earned their superior reputation, there were 1200 of their stations located in the State and they were a different type of operation than others in the business. He noted Jiffy Lube created a career path for its employees; placed three service workers on each vehicle and serviced five to six an hour, about fifty-five a day.

Council Member Hilson specified his reasons against this type of business for this corner. He was concerned that the service bays are open toward the streets and there is very little screening of these open bays.

Mayor Cooper closed the public hearing at 1:15 p.m.

Council Member Ward noted that this was a key location, along an arterial of the community and that there was an excellent potential for revenue. The renderings presented by the appellant seemed to suggest proper landscaping and architectural design and would upgrade the intersection. This project did not look like your traditional lubrication operation and most of his concerns had been answered. He mentioned that this item had been discussed by the Shopping Center Beautification Committee.

Council Member Jimenez moved, seconded by Council Member Ward, to approve the use permit with the 38 conditions as set by the Planning Commission, and to certify the Negative Declaration.

Council Member Henson shared his concern with the design aspect and its appropriate use.

The motion carried by the vote as shown and the following resolution was adopted:

AYES:	Council Members	Jimenez, Rodriquez, Ward, Hulteen
	Mayor Cooper	
NOES:	Council Members	Hilson and Henson

Resolution No. 94-123 "Resolution Approving Use Permit  
Application No. 93-126 of Kent Woodell (Jiffy Lube)."

6. Traffic Signal Installation at Clawiter Road and Depot Road - Approval of Negative Declaration.  
Approval of Plans and Specifications and Call for Bids  
(continued to 06/21/94)

It was moved by Council Member Ward, seconded by Council Member Henson and unanimously carried to continue this item to June 21, 1994.

**LEGISLATIVE BUSINESS**

7. Request by Council Member Hilson to Form a Council Technical Application Committee

Council memorandum submitted by Council Member Hilson was filed.

Council Member Hilson recommended that a standing Council Committee be established to investigate, plan and implement applications of appropriate technologies to better disseminate information. His proposal was for the Mayor to appoint a Council Technology Application Committee (CTAC) consisting of three Council Members with appropriate staff support. This committee would develop solutions to automate procedures in a more technological manner that would provide better service to its customers.

Discussion was held regarding the commitment of time and demand of staff to this effort in light of the budget constraints; that this was a very ambitious program to undertake for staff, but that Council Members could pursue this and whether this should be done on an ad hoc basis.

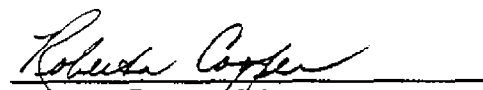
Mayor Cooper commented that this would be an opportunity for those Council Members who wished to be proactive to do so and she then cited cities such as Berkeley and Palo Alto that have cooperated with private industry to join the superhighway of information. She was supportive of this proposal.

It was moved by Council Member Hilson, seconded by Council Member Henson to have a standing committee as discussed. The motion was carried unanimously.


**ADJOURNMENT**

The meeting was adjourned at 1:27 a.m. by Mayor Cooper.

**APPROVED:**

  
Roberta Cooper, Mayor  
City of Hayward

**ATTEST:**

  
Angelina Reyes, City Clerk  
City of Hayward



**CITY OF HAYWARD  
OFFICE OF THE MAYOR  
INTEROFFICE MEMORANDUM**

July 7, 1998

**TO:** Council Members

**FROM:** Mayor Bertie *Bj*

**SUBJECT:** Committee and Agency Liaison Assignments

Attached is the list of committee appointments based on the input I received from you.

**PLEASE NOTE:** Standing Committees and Ad Hoc Committees - Representatives are listed in alphabetical order. Each committee must elect a Chairperson. Once a Chair has been selected please advise Joanne, 583-4340.

Thank you.

## STANDING COUNCIL COMMITTEES

### AIRPORT COMMITTEE

Olden Henson  
Doris Rodriquez  
Bill Ward

### CAPITAL IMPROVEMENTS COMMITTEE

Roberta Cooper  
Matt Jimenez  
Bill Ward

### CENTENNIAL HALL COMMITTEE

Matt Jimenez  
Doris Rodriquez  
Bill Ward

### ENVIRONMENT COMMITTEE

Kevin Dowling  
Olden Henson  
Joe Hilson

### DOWNTOWN REVITALIZATION COMMITTEE

Matt Jimenez  
Doris Rodriquez  
Bill Ward

## AD HOC COMMITTEES

### BUDGET & FINANCE COMMITTEE

Roberta Cooper  
Joe Hilson  
Matt Jimenez

### COMMERCIAL CENTER IMPROVEMENT COMMITTEE

Joe Hilson  
Doris Rodriquez  
Bill Ward

### COUNCIL TECHNOLOGY APPLICATION COMMITTEE

Olden Henson  
Joe Hilson  
Doris Rodriquez

### ECONOMIC DEVELOPMENT COMMITTEE

Roberta Cooper  
Kevin Dowling  
Bill Ward

**COUNCIL LIAISON TO BOARDS, COMMITTEES'**  
**AND COMMISSIONS**

**CITIZENS ADVISORY COMMISSION**

Doris Rodriquez

**HUMAN SERVICES COMMISSION**

Joseph Hilson

**LIBRARY COMMISSION**

Kevin Dowling

**PERSONNEL BOARD**

Olden Henson

# COUNCIL LIAISON COMMITTEES

## ALAMEDA COUNTY CONGESTION MANAGEMENT AGENCY

Roberta Cooper

Joseph Hilson (Alternate)

## ASSOCIATED COMMUNITY ACTION PROGRAM GOVERNING BOARD JTPA CITIES ADVISORY BOARD

Joseph Hilson

## ALAMEDA COUNTY HOUSING AUTHORITY

Bill Ward

Olden Henson (Alternate)

## ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY

Joe Hilson

Kevin Dowling (Alternate)

## ASSOCIATION OF BAY AREA GOVERNMENTS

Roberta Cooper

Bill Ward (Alternate)

## EAST BAY DISCHARGERS JOINT POWERS AUTHORITY

Bill Ward

Doris Rodriquez (Alternate)

## EAST BAY DIVISION - LEAGUE OF CALIFORNIA CITIES

Joe Hilson

Doris Rodriquez (Alternate)

## EAST BAY REGIONAL PARK DISTRICT

Kevin Dowling

Doris Rodriquez (Alternate)

## HAYWARD AREA SHORELINE PLANNING AGENCY (HASPA)

Joe Hilson

Kevin Dowling (Alternate)

## HAYWARD LITERACY PLUS COUNCIL

Matt Jimenez

## PUBLIC AGENCIES COMMITTEE

Roberta Cooper

Kevin Dowling

Doris Rodriquez

## ROUTE 92/880 INTERCHANGE, CITIZENS ADVISORY COMMITTEE

Doris Rodriquez

## N.A.F.I. (NEIGHBORHOODS AGAINST FREEWAY INTRUSION)

Doris Rodriquez

## SILICON VALLEY JOINT VENTURE

Roberta Cooper

Olden Henson (Alternate)